U.S. Treasury Department/Financial Management Service
External GOALS II Enterprise System Access Request Form

* All non-required fields have an asterisk
** Not required for Facts I, Facts II, and IFCS
TO ENSURE ACCURACY, PLEASE TYPE OR PRINT CLEARLY.

Section I - User Information (Please Print):

Effective Date: ___/___/____   Requested Training Date: ___/___/____
**Agency Location Code(s) [ALC(s)]: _____
Internet Email Address: _____ *Fax No.: _____
Agency Name: _____User SSN: _____
[Govt. Agency, or Contractor Name]
*Bureau Name: _____

User Name: _____
User Phone No.:   _____
Room No.:   _____
Street Line 1:   _____
*Street Line 2:   _____
*Street Line 3:   _____
*Street Line 4:   _____
*Street Line 5:   _____
   City: _____ State: ____ Zip: _____

Supervisor Name: _____

Supervisor Signature: _____
Supervisor Phone No.:   _____
Room No.:   _____

Section II – Access Requested:

Action: [ ] Add   [ ] Revoke
Reason: [ ] New   [ ] Transfer/Change

Connection: Dial [ ]   Direct [ ]   Internal [ ]   Internet [ ]

Do you currently have a SecurID card? YES   or   NO

If yes, what is the serial number from the back of the card _____

Do you use multiple PCs in your office for reporting to GOALS II? YES   or   NO

Section III – Application(s) Requested:

Intragovernmental Fiduciary Confirmation System (IFCS)   **[ ] Online**

Operating System Used: Win 3.1   Win 95   Win 98   Win NT   Win 2000 Win ME OS/390
MVS/ESA VM AIX   Unix   Other

Section IV – GOALS Marketing Processing Information:
 [ ] Production

APPLICATION		ROLES		
Intragovernmental Fiduciary Confirmation System: Primary [ ] **Backup [ ]**	Dept Admin [ ] DeptAdmin/Confirm-ation User [ ] DeptAdmin.Fiduc-iary User [ ]	Governmentwide User (Read Only) [ ]	Confirmation User [ ] Fiduciary User (Read Only) [ ]	Dept User [ ] (Read Only) DeptUser/Confirm-ation User [ ]

Section V – FMS Authorization:

COTR Name: _____   **Date: ___/___/___**

Application Sponsor: _____   **Date: ___/___/___**

Send to: Director, Financial Reports Division
          Attn: Sheila Miller
          Financial Management Service
          3700 East West Highway, Room 509B
          Hyattsville, MD 20782
          Fax Number: 202-874-9907

ROLES	**FUNCTIONS**
1) Department Administrator	Assigns Fund Symbols to Confirmation Users
	View/Print Fund Symbol Listing
	View/Print Contact Information (All Assigned to Dept)
	View/Print Dept User(s) Personal Contact Information
	View/Print Confirmation Forms & Reports
	View/Print User Assignments/Unassigned Users
	View/Print Personal Contact Information
	View/Print Historical Data
2) Department User *(Read Only)*	View/Print Personal Contact Information
	View/Print Confirmation Forms (Assigned Department Only)
	View/Print Historical Data
3) Confirmation User	Edit/Print/View Confirmation Form(s) (Assigned Only)
	View/Print "How to Use the System"
	View/Print Personal Contact Information
	View/Print Historical Data
4) Fiduciary User *(Read Only)*	View/Print Personal Contact Information
	View/Print Agencies Not Yet Signed Up
	View/Print List of All Department Administrators
	View/Print Confirmation Forms & Reports
	View/Print Historical Data
5) Governmentwide User *(FMS and GAO Use Only)*	View/Print Personal Contact Information
	View/Print Agencies Not Yet Signed Up
	View/Print All Department Administrators
	View/Print Confirmation Forms & Reports
	View/Print Historical Data
6) Dept Admin/Confirmation User	Assigns Fund Symbols to Confirmation Users
	View/Print Fund Symbol Listing
	View/Print Contact Information (All Assigned to Dept)
	View/Print User Personal Contact Information
	View/Print Confirmation Forms & Reports
	View/Print User Assignments/Unassigned Users
	Edit/Print/View Confirmation Form(s) (Assigned Only)
	View/Print "How to Use the System"
	View/Print Historical Data
7) Dept User/Confirmation User	View/Print Personal Contact Information
	View/Print Confirmation Forms (Assigned Department Only)
	Edit/Print/View Confirmation Form(s) (Assigned Only)
	View/Print "How to Use the System"
	View/Print Historical Data

8) Dept Admin/Fiduciary User

Assigns Fund Symbols to Confirmation Users
View/Print Fund Symbol Listing
View/Print Contact Information (All Assigned to Dept)
View/Print User Personal Contact Information
View/Print Confirmation Forms & Reports
View/Print User Assignments/Unassigned Users
View/Print Personal Contact Information
View/Print Agencies Not Yet Signed Up
View/Print List of All Department Administrators
View/Print Historical Data

Rules of Behavior

Financial Management Service's (FMS) Reporting Applications:
Federal Agencies' Centralized Trial-Balance System (FACTS) I
Federal Agencies' Centralized Trial-Balance System (FACTS) II
Governmentwide Financial Report System (GFRS)
Intragovernmental Fiduciary Confirmation System (IFCS)

Introduction

The following Rules of Behavior are to be followed by all users of the FMS Reporting Applications; FACTS I, FACTS II, GFRS, or IFCS. These rules clearly delineate responsibilities of and expectations for all individuals with access to the applications. **Non-compliance of these rules will be enforced through sanctions commensurate with the level of infraction. Actions may range from a verbal or written warning, removal of system access for a specific period of time, reassignment to other duties, or termination, depending on the severity of the violation.**

1. Responsibilities

All authorized users who have access to FACTS I, FACTS II, GFRS or IFCS shall read, acknowledge understanding, and sign the Rules of Behavior before accessing the applications and associated data.

By agreeing to and signing these rules, the user signifies:

- Understanding of the FMS Reporting Applications security requirements
- Acceptance of the FMS Reporting Applications security requirements
- Acknowledgement that disciplinary action may be taken based on violation of the Rules of Behavior

Federal Program Agency (FPA) Management shall verify that the users who require access to one or more of these FMS reporting applications have read and accepted (via signature on the acceptance form) these Rules of Behavior.

2. Other Policies and Procedures

These Rules of Behavior are an addendum to, and should be used in conjunction with, the Financial Management Service Information Technology Rules of Behavior, dated June 2002 or FPA equivalent for FPA users. They are intended to enhance and further define the specific rules each user must follow while accessing FACTS I, FACTS II, GFRS, or IFCS. The rules are consistent with the policy and procedures described in the following directives:

FMS IT Security Policy manual, Version 2.0, dated June 26,2002 and the FMS IT Security Standards, Version 1.0, dated June 26, 2002.

Treasury Department Publication (TD P) 71-10, Treasury Department Security Manual, 1992

OMB Circular A-130, Management of Federal Information Resources, Appendix III – Security of Federal Automated Information Resources (Revised).

Federal Information Security Management Act (FISMA), Title III of the E-Gov Act. (Note: supercedes the Computer Security Act of 1987.)

3. Application Rules

User must ensure that the FMS Information Technology resources with which he/she has been entrusted are used properly; as directed by FMS policies and standards, taking care that the laws, regulations, and policies governing the use of such resources are followed and that the value of all information assets is preserved.

Users must follow approved FMS procedures to request or to revoke access to the FMS reporting applications, FACTS I, FACTS II, GFRS, and IFCS. User must complete and submit the appropriate access management forms. FMS procedures and forms are available on the FMS Web page (www.fms.treas.gov).

User is responsible for all actions that are taken under his/her Logon ID and password.

User will access FACTS I, FACTS II, GFRS, or IFCS in a responsible way and only to accomplish legitimate business. User must not read, alter, insert, copy, or delete any FMS data except in accordance with assigned job responsibilities. Ability to access data does not equate to authority to manipulate data. In particular, user must not browse or search FMS data except in the performance of authorized duties.

User will not disclose his/her password to other people or knowingly or carelessly make it possible for other people to access FACTS I, FACTS II, GFRS or IFCS using his/her Logon ID and Password.

> User will not write password down.
> User will change password every 45 days or when prompted.
> User will choose hard to guess passwords using a minimum of eight case-sensitive alpha/numeric and/or special characters, of which at least two are numeric.

User must not attempt to circumvent any FACTS I, FACTS II, GFRS, or IFCS security control mechanisms.

User must use the virus protection mechanism(s) provided by FMS or their employing agency.

User is aware that his/her assigned Logon ID and password serve as his/her electronic signature for all activity while active in the FACTS I, FACTS II, GFRS, or IFCS.

User is aware of his/her responsibility for complying with the FACTS I, FACTS II, GFRS, or IFCS policies and safeguards.

Users must complete and document IT security awareness training as required by applicable government directives.

User must report any known or suspected breaches of FACTS I, FACTS II, GFRS, or IFCS security to the FMS Help Desk (202-874-4357) and to the FMS GOALS Customer Support Staff (202-874-8270).

4.0 Application Access.

Users will access the FMS reporting applications in one of two ways: 1) Dial-in access, or 2) Internet connection.

4.1 Dial-in access.

Dial-in access is authorized for FACTS II.

Users must complete and submit the appropriate FMS access management forms to request dial-in access to FACTS II. The forms are available on the FMS Web page (www.fms.treas.gov). Users must sign and return to FMS the Non-Disclosure Agreement.   Return of a signed FMS Non-Disclosure agreement is required for all users who access FMS systems.

Dial-in users also agree not to use any other network connections, (e.g., cable modems, DSL modems, a home network, etc.) while connected to the FMS Enterprise platform. Access to FMS and FACTS II may not be accomplished via the Internet.

The terms of this agreement supplement and do not supersede the terms of any other agreements or policies governing dial-in access or use of FMS computer systems.

4.2 Connection to the Internet.

FMS and other FPA personnel access FACTS I, GFRS, and IFCS via the Internet.

Users must complete and submit the appropriate FMS access management forms to request access to FACTS I, GFRS, and IFCS. The forms are available on the FMS

Web page (www.fms.treas.gov). Users must sign and return to FMS the Non-Disclosure agreement   Return of a signed FMS Non-Disclosure agreement is required for all users who access FMS systems.

Users must secure the workstation from unauthorized use when leaving a browser session unattended while using the application.

While using the FACTS I and IFCS applications, users must have java script enabled.

ACCEPTANCE

I have read this supplement to the FMS IT Security Rules of Behavior Standard for the FMS Reporting applications, FACTS I, FACTS II, GFRS, and IFCS, and fully understand the security requirements of these information systems, applications, and data. I further understand that violation of these rules may be grounds for administrative and/or disciplinary action by FMS and may result in actions up to and including termination or prosecution under Federal law. I acknowledge receipt of and will comply with the rules of behavior for the following FMS reporting applications.

Please check the applications for which you have access.

__FACTS I   __FACTS II   __GFRS   __IFCS

_____   _____
User Name (Please print.)   Signature

_____   _____
Date   Agency Name